



Truro & Penwith College

DIRECTOR OF CURRICULUM DEVELOPMENT

Application Information Pack



Advert

DIRECTOR OF CURRICULUM DEVELOPMENT

Salary: £70,000 per annum

Appointment from: August 2021

We are one of the highest performing colleges nationally on all courses at all levels, rated Ofsted 'Outstanding' and a TEF Gold provider.

Due to continuing expansion, an exciting opportunity has arisen for a Director of Curriculum Development with significant experience in management and education to join our Senior Management Team.

- Do you have energy, enthusiasm, and commitment?
- Are you comfortable driving forward change?
- Can you help take forward this outstanding College and its communities?
- Do you want to be at the forefront of Curriculum Development in FE & HE?

The successful candidate will be the strategic lead for the curriculum, for its outstanding delivery and future innovation. Responsible for shaping the future direction of the following activities: curriculum planning and operations, timetabling, HE Development & Delivery, supporting the production of the College Self-Assessment, T-Levels, Maths and Computing Hubs, SWIOT alongside significant curriculum responsibility. You will be fully involved in high level strategic decision making and providing direction for the curriculum development ensuring the college continues to provide relevant and high-quality programmes of learning at all levels for people of all abilities. The successful candidate will be able to demonstrate success in achieving significant levels of performance improvement within a comparable role, and acumen to ensure cost-effectiveness in the delivery of the College's learning programmes.

The ideal candidate will be an innovative and inspirational leader with experience of managing a multi-disciplinary management team, with a strong background in raising standards and curriculum development in post 16 education.

Closing date: 12 Noon, Friday, 5 March 2021.

Interviews: Likely to be held week commencing Monday, 22 March 2021.

Follow the link <https://www.truro-penwith.ac.uk/work-for-us> for an application pack and further details or contact us on 01872 305705.

We offer a generous package with benefits including 37 days annual leave plus bank holidays and College closure days, teacher pension scheme, relocation package, free on-site parking and a variety of on-site benefits and discounts.

About us

We are proud of our College and what it has achieved since it opened in 1993. Student numbers have grown tenfold and this September we welcomed 5150 full time 16-18 students, 480 HE students, 700 Apprentices and 6,000 part time students. The College's broad range of provision includes a wide choice of more than 42 A level subjects, The International Baccalaureate, BTEC and UAL Diplomas, a range of occupational based courses including Construction, Hospitality, Hair and Beauty, Automotive Engineering and Engineering. There is a very significant High Needs provision and the College offers a wide range of apprenticeships together with professional qualifications as well as a large Higher Education provision from levels 4 to level 6.

The College has continued to invest in new buildings to accommodate the growth in provision and has also undertaken a series of major capital projects including the re-development of the Penwith Campus and the establishment of a new Free School – Callywith College in Bodmin. The College is financially very secure, and this allows for continual investment in the supporting of our learners. The Truro and Penwith Multi Academy Trust was established in February 2014 and focuses on pre-16 education. The trust has grown to include over twenty schools across three hubs in Cornwall. The College is also a Maths Hub, Computing Hub, it leads on the Science Learning Partnership and is a member of the Institute of Physics. 2021 will see the completion of a new build at the Truro campus which is part of the South West Institute of Technology. The College is the only Cornwall based partner in this organisation and the building will be used to develop the curriculum offer in Engineering and Digital.

Central to everything the College does is the student. Our commitment is to provide the very best student experience and allow all our students to achieve their objectives and aspirations. The College is very innovative and dynamic in the way that it works and has developed an excellent reputation both locally and nationally. It was one of the first colleges to be awarded Beacon status and in 2016 was the first college to be graded Outstanding under the new inspection framework. The College has also gained TEF Gold rating for Higher Education, The AOC National Beacon Award for Leadership and Governance and the AOC National Beacon Leading Light Award. The College is also the only provider of the new T Level qualification in Cornwall and has already recruited to the first three pathways.

We are looking for exceptional candidates with the vision, energy and determination to lead at senior level. Individuals able to work with a committed and supportive governing body to build on success and seize the opportunities to further develop the College and provide a first-class education and training for all our learners.

If you have the appetite and leadership qualities to take on this challenging yet very rewarding role then we look forward to receiving your application.

Martin Tucker

Principal

Job description

Post:	Director of Curriculum Development
Responsible to:	Principal
Grade and Conditions of Service:	<p>The salary will be £70,000 per annum</p> <p>The salary for this post is reviewed annually by the College Remuneration Committee.</p>
Main Purpose of Job:	<p>To play a full role in the senior management of the College.</p> <p>To take a lead in relation to certain activities. These will include curriculum planning and operations, timetabling, HE Development & Delivery, supporting the development of the College SAR, T-Levels, SWIOT, Maths and Computing Hubs and related issues and policy development.</p> <p>To contribute to the work of the whole College in a variety of ways not specifically listed.</p> <p>To share with other members of the Senior Management Team line management responsibility for team leaders and co-ordinators.</p> <p>To deputise for the Principal as required.</p>
Specific Duties:	
Curriculum:	<p>To lead on planning for the implementation of the College curriculum.</p> <p>Overseeing the development and operation of the College-wide timetable framework.</p> <p>In consultation with the Principal, determining the number of course groups which operate.</p> <p>Leading Programme Team Leaders as they make their staffing arrangements.</p> <p>To lead on the development of the curriculum to meet the College's strategy and objectives, ensuring efficient and effective leadership and delivery of all programmes.</p> <p>To ensure the development and implementation of all aspects of curriculum planning and modelling including the oversight of all aspects of delivery.</p>

To be financially accountable and responsible for securing significant College funding.

To plan, operate and monitor an innovative and flexible curriculum mix that meets and anticipates market demand and within funding and income constraints.

Identify market needs and develop plans to meet these emerging demands in partnership with other senior leaders with a delivery partnership approach.

To lead on the planning, appointment and deployment of the College's teaching staff to ensure high quality 16-18 study programmes are delivered within an efficient curriculum and agile timetable.

To identify the resources requirement to deliver the Curriculum within the defined budget, and to bring forward development and growth proposals for consideration.

To lead on curriculum innovation to ensure the College is aware of, and adapts to, changes in national priorities and new opportunities.

To play a supporting role in bringing together and producing the College development plan, strategic plan, SAR etc.

Contributing significantly to policy development in certain areas.

To work collaboratively with the Director of Operations, arranging for efficient and effective use of buildings and rooms.

To work collaboratively with the Director of Quality and Director of Teaching and Learning regarding of arrangements for student assessment monitoring and review and liaison with external awarding bodies, both FE and HE.

T-Levels:	To lead on the development, implementation and promotion of T-Levels.
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IoTSW:	To take a lead role for the College in the partnership development of an Institute of Technology for the South West, liaising with other partners in the project.
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HE Partnerships and HE Development:	To lead on the development, implementation and promotion of the College's Higher Education through a period of potential significant policy change.
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To lead on the development, management and administration of internal and statutory student surveys, the annual monitoring process, course modification process, course feasibility study and validation processes, course periodic review processes.

To manage and develop the collaborative links with partner institutions including universities and external awarding bodies.

To manage the design and embedding of higher education quality processes.

To take leadership of higher education quality assurance process to include audits, reviews and validations.

To lead on the development of potential funding opportunities relating to higher education delivery.

HE Delivery:

To manage the quality of delivery and liaise with awarding bodies supported by the PTL of Higher Education.

To work collaboratively with Programme Team Leaders and the European projects team in relation to raising aspirations and widening participation in Higher Education and meeting other ESF objectives.

To lead in the preparation of policy and consultation papers.

To ensure that problems are handled quickly and effectively.

Maths & Computer Hub:

To take a lead role for the College in the partnership development of both the development of the Maths & Computer Hub, liaising with other partners in the project.

Leadership:

Drive a strategy for student support in line with the mission, vision and values to achieve excellence and support outstanding provision.

To plan, manage and ensure the effective deployment of the resource requirements for the services that are the responsibility of the role including financial human and physical resources.

Contributing to the College's programme of Governor support and development.

To provide regular updates to the Governors and Committees.

To participate in the programme of guidance interviews arranged for all full-time students.

Develop meaningful links with stakeholders.

The maintenance of student discipline as appropriate.

Respond to complaints and other issues as appropriate.

To manage and deploy resources responsibly and efficiently in order to ensure best value is obtained.

Develop and maintain the proactive and attentive approach to devolved and dynamic quality assurance and continuous quality improvement.

Use targets, data and performance management effectively to meet and exceed financial, quality and achievement targets.

Develop and maintain a culture of enterprise and innovation to ensure the provision remains active, engaging, dynamic and relevant.

Line Management: To be Line Manager of several Support and Programme Team Leaders.

General Requirements: As a member of staff the postholder will be required to further the agreed aims of the College by participating fully in the following:

The scheme for appraisal and review of performance adopted by the College.

The provision of a high-quality environment for student learning and associated activities.

To be responsible for promoting equality and diversity in line with College procedures.

Student Welfare and Support Services.

The development of a flexible and responsive institution.

College Promotional and Marketing Activities.

The safe and appropriate use of College equipment, premises and property.

Health and Safety Procedures as laid out in the College Health and Safety Policy.

Staff Development Activities.

General College Development.

All members of staff must be prepared for changes in their responsibilities and work.

The postholder will also be required to undertake such other tasks as the Principal from time to time may determine.

Person specification

	ESSENTIAL	DESIRABLE	HOW MEASURED
Bachelor's degree with 2:1 classification or higher and a recognised teaching qualification.		X	Certificates
A record of continued study or professional development.		X	Application form References Interview
A record of achievement in teaching in an area appropriate to the College.	X		Application form References Interview
A substantial record of involvement and understanding of the key issues in Further and Higher Education.	X		Application form References Interview
A successful track record of securing and sustaining quality improvement in student outcomes.	X		Application form References Interview
A successful track-record of curriculum development, innovation and the delivery of this to a high standard.	X		Application form References Interview
A personal history of successful involvement in educational/training management e.g. as a middle manager or equivalent.	X		Application form References Interview
Leadership qualities and a willingness to assume responsibility.	X		Interview
An ability to get on well and to motivate individuals and a commitment to good working relationships.	X		Interview
Excellent communicator and presenter with an eye for detail with experience of working openly and collaboratively with Governors, colleagues and managers.	X		Application Interview
Be well organised, give attention to detail and capable of ensuring efficient procedures.	X		Application Interview
An interest in developing the cross-college responsibilities identified in the job description.		X	Interview
Extensive experience of building valuable and influential relationships with individuals and organisations at a local and national level.	X		Interview

Ability to lead major change and development as demonstrated by performance in previous positions.	X		Interview
Experience of effective performance improvement and quality assurance in further and/or higher education.	X		Interview
Awareness of a variety of relevant funding mechanisms and income streams and the acumen to ensure cost-effectiveness in the delivery of the College's learning programmes.	X		Interview
Ability to think strategically and to communicate that thinking effectively.	X		Interview
The ability and determination to promote equality and diversity throughout all aspects of College life, including employment and service delivery.	X		

Anyone applying for jobs with children, young people or vulnerable adults need to be DBS registered otherwise they cannot be engaged. If you apply for a job with children, young people or vulnerable adults when you know you are on a barred list you could be fined or face a prison sentence.

Truro & Penwith College is committed to ensuring a culture of valuing diversity and ensuring equality of opportunities.

Useful Links

[REPORT AND FINANCIAL STATEMENT OF TRURO AND PENWITH COLLEGE](#)

[TRURO AND PENWITH COLLEGE OFSTED REPORT](#)

[TRURO AND PENWITH COLLEGE PROSPECTUS AND OTHER PUBLICATIONS](#)

Terms & Conditions

Continuous Service

Your continuous service dates from the commencement of the contract with the college except where periods of previous service with other local authorities and related employers are allowed to count as continuous employment for specified purposes in the Contract, the pensions scheme and other agreements.

Holidays

Holiday entitlement for this post is currently 37 working days plus college closure days and public holidays.

Probationary Period

The appointment is subject to the satisfactory completion of a 9-month probationary period.

Pensions

The post falls within the scope of the Teachers' Pension Scheme (TPS). Further details can be found at <https://www.teacherspensions.co.uk/members/member-hub.aspx>

Commitment to Safeguarding

Truro and Penwith College is committed to safeguarding and promoting the welfare of children and young people. All applicants must be willing to undergo a Criminal Record (DBS) Check (Standard or Enhanced depending on the post applied for) and past employment/Safer Recruitment checks.

Equality, Diversity and Inclusion

The College is an Equal Opportunities Employer and is committed to ensuring a culture of valuing diversity and equal opportunities.

Data Protection

By applying for a post at Truro and Penwith College, you are giving your consent for us to process personal information about you. We have legal obligations to fulfil in the way that we deal with that data. We must collect the information fairly, that is, inform you that we will process it for the purpose of recruitment and selection and the employment relationship for the successful applicant. All information will remain confidential and will only be viewed by those involved in the selection process. If you are not successful, then your information will be destroyed after six months in accordance with Data Protection Policy.

Working for Us

In recent years the College has won a number of prestigious awards, including featuring twice in the Sunday Times "Best Places to Work" survey, achieving gold for five years running in the Workplace Health Awards and in 2017, the AoC Beacon Award for Mental Health and Wellbeing & Leading Light Award.

The College is also accredited with Investors in People, Investors in Diversity, Investors in Careers and Beacon Status.

Located in a stunning county with dramatic coastline, captivating fishing harbours, spectacular beaches and a world class food scene, Cornwall is a great place to live and Truro and Penwith College a great place to work.

Benefits

- Competitive salaries
- Generous occupational pension schemes for academic and support staff
- Supportive family friendly and flexible working policies
- Cycle to Work Scheme
- Generous holiday & sickness entitlements
- Free cash point facility
- Free Library membership
- Free parking at our Truro and Penzance campuses
- We invest in facilities
- We have fun (team days and social events)
- We value staff development
- Free health and wellbeing programme
- Free recreational courses
- Staff Discounts at local leisure and retail establishments
- Free health checks and corporate eye care scheme
- In house leadership and management programme
- Accessible campus and facilities
- Free access to Counselling and Mental Health Advisors
- Workstation Assessments/Occupational Health Referrals
- Excellent facilities onsite for relaxation and rejuvenation at discounted prices – restaurants, coffee shops and salons

How to apply

Application forms and details of how to apply for this post are available online at

<http://www.truro-penwith.ac.uk/work-for-us>

or via email to

personnel@truro-penwith.ac.uk

Application forms can be sent to us either by email to

personnel@truro-penwith.ac.uk

or by post to:

Personnel Department
Truro & Penwith College
College Road
Truro
TR1 3XX

One of the **top performing colleges nationally** on all courses at all levels



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